

CITY OF BURBANK

PAYROLL TECHNICIAN II

DEFINITION

Under general direction, to lead and perform difficult and complex clerical accounting work in the review, preparation, processing, reconciliation, and maintenance of payroll and time keeping documents, accounting records and reports; and to do related work as required.

ESSENTIAL FUNCTIONS

Processes payroll, including time cards, payroll adjustments, special paychecks, direct deposit requests, retroactive pay, earnings, and tax adjustments; tests banking and routing information; performs complex payroll calculations; analyzes and resolves payroll problems and discrepancies; assists in the administration of the City's 457 Deferred Compensation and 125 Employee Benefit Plans, enrollments and election changes, and payroll deductions; responsible for PERS reports and contributions; files tax forms; prepares year-end adjustments; assists in the establishment of payroll and benefit changes, PERS programs, and implementation of MOU changes; ensures that payroll is processed in compliance with all MOU guidelines, City policies, and Federal and State laws; provides customer service support to all City employees.

MINIMUM QUALIFICATIONS

Employment Standards:

- Ability to - Perform difficult and complex payroll clerical work requiring the use of independent judgement; read, interpret, and explain laws, rules, regulations, and memoranda of understanding; prepare accurate financial and statistical reports; type a minimum of 30 WPM on a personal computer using word processing and spreadsheet programs, and operate a 10-key calculator; make payroll calculations with speed and accuracy; communicate clearly and effectively both orally and in writing; maintain confidentiality, and establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from High School or the equivalent and five years of increasingly responsible clerical experience, preferably in the maintenance of financial, fiscal, and other statistical records, including one year relating to the processing or maintenance of payroll and/or accounting data. Graduation from an accredited four-year college with major work in accounting, finance, or business management may substitute for up to three years of experience.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.